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Office of Personnel Services and Benefits

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MEMORANDUM

April 8, 2004

TO: State Personnel Management System Personnel Directors

FROM: Andrea M. Fulton
Executive Director

SUBJECT: PEP Statistical Data Collection Form

In our efforts to continue to monitor the Maryland Performance Planning and Evaluation Program (PEP), the PEP Statistical Data Collection Form has been revised. Enclosed is a copy of the revised form. The most significant changes to the form are:

- **“Date of the Evaluation Meeting”** has been added. This is the **ACTUAL** date that the supervisor and employee meet and complete the end of cycle PEP evaluation.
- **“Certified By”** has been added. The individual completing the PEP Statistical Data Form should sign the form to certify that it accurately represents the information on the PEP form.

We are confident that these modifications to the PEP Statistical Data Collection Form will aid in our efforts to monitor this program. If you have questions relating to these changes, please contact Joanne McCorkle-Smith on 410-767-4683.

Enclosure

cc: Cecilia Januszkiewicz
Cindy Kollner
Joanne McCorkle-Smith